

SENT: Wednesday, April 23, 2003 11:26 AM
FROM: Terrie J. Jordan
TO: CCD
SUBJECT: Relocation Training for Departments

ATTENTION: ALL CCD ANALYSTS WITH DEPARTMENTS THAT WILL HAVE INVOLUNTARY TRANSFERS THAT RESULT IN RELOCATIONS

There is room available in class 841 (one day), Relocation Administration, being presented on May 8 in the State Training Center. This class would be appropriate for department accounting staff who will be auditing and paying relocation claims and for staff in the department (generally personnel or human resources, might be LR) who will be developing and issuing relocation packages, or giving relocation reimbursement information to employees. This class will have the most value to those departments which will (really) have involuntary transfers w/relocations and which do not normally have relocations in their ongoing annual operations.

If you have departments as described above, please contact them immediately to allow them time to register for the training if they are interested. This training will not be offered again this fiscal year, and is not scheduled again until December 11. We typically offer this class to Accounting staff. However, because it is critical to provide employees with correct information at the onset of the relocation process, those departments that have limited or no experience with employee relocations should be urged to send a departmental personnel/LR/management representative who will be actively involved from the time relocation is offered, and a department accounting staff member who will be auditing and paying claims.

This is NOT layoff training...we do address the 60 day notice period for involuntary transfers and what to do when there aren't 60 days available! The rest of the class deals ONLY with relocation rules, provisions, claims, requirements, timeframes, taxability, etc.

Interested parties from departments should contact Misty DeGeorge at the State Training Center at 323-4752 for registration information.

Thanks, Terrie